Table-Top Radio Message Exercise

Scenario:
Simulation: There has been an earthquake of magnitude 6.9 on Tuesday February 11, 2020, at 7:23am along the Hayward Fault.
At approximately 7:52am, an aftershock of magnitude 6.5 subsequently triggered a magnitude 6.0 earthquake along the Concord-Green Valley fault.

Your response:
You have checked yourself, your family, and house. Everything is OK.
You are now checking your neighborhood.
At 381 Apollo Way, you discover a house fire. It appears all occupants have made it out safely. The occupants state that they tried to call 911 but couldn't get through. They said the fire started when a gas pipe broke.
Your PH CERT Area is the Northwest Area, and your message (if needed) will go to PH CERT Northwest ICP. You will identify yourself by your first name.

Do you need to send a message?
To determine whether to send a message, ask yourself the following questions. If your answer to any of them is "yes", you would send a message.
- Is there is danger to <u>life</u> or property?
  Yes. There is danger to the house. It is on fire.
- Do you need something (e.g., medical transport, fire department) from the ICP or EOC?
  Yes. You need the fire department to put out the fire, and you need PG&E to handle the gas leak.
- Do you need to warn first responders of road closures that will impede their ability to respond (e.g., power lines across the road)?
  Possibly. The gas leak may affect the response of first responders.

Sending the message:
You now have determined that you need to send a message.
Write down what you want to send. Be brief and to the point.
To open the communication -
- You: This is a drill/exercise/test (say this only if practicing – not in a real disaster)
- You: Pleasant Hill Northwest ICP, this is <your first name>. Over.
- PH CERT Northwest ICP: This a drill/exercise/test (say this only if practicing – not in a real disaster)
- PH CERT Northwest ICP: <your first name>, this is PH CERT Northwest ICP. Go ahead. Over.

To send the information you wrote down (keep the PTT button pressed throughout the transmission), say something like the following.
Note the **pauses** that allow the recipient to record the message.
- This is a drill/exercise/test (say this only if practicing – not in a real disaster)
- Pleasant Hill Northwest ICP, this is <your first name>. *Pause*
- I am at 381 Apollo Way (spell Apollo if necessary). *Pause*
- The house is on fire. *Pause*
- There is a gas main break. *Pause*
- We need the Fire Department and PG&E. Over
Release the PTT button to allow the PH CERT Northwest ICP to respond.

Search and Rescue Team Assessment Report

Team Identification: _____ **CERT Area:** _____ **Message ID:** _____

Team Leader: _____ **FRS/GMRS Radio Channel:** _____

Day: _____ **Date:** ___/___/20___ **Time:** ___:___ **ICP Cell Phone:**_____

Location: _____

[Include: Apartment, Suite, Floor, and Building Numbers]

Exit Structure (Second Slash)
Date &Time [4-15-10 10:15pm]

Enter Structure (First Slash)
Search Team ID   [Pleasant Hill, Area 7, Team 5]
Date & Time   [4-15-10 9:30 pm]

Hazards
Broken Stairs
Rats

Live & Dead Victims
2 Live
1 Dead
2 Dead Birds
1 Live Cat

Structural Damage Assessment

HEAVY	**Moderate**	**Light**
☐ Partial or Total Collapse	☐ Visible Signs of Damage	☐ Superficial Damage
☐ Structure is Tilting	☐ Decorative Work Damaged	☐ Broken Windows
☐ Heavy Smoke or Fire	☐ Many Visible Cracks in Plaster	☐ Fallen or Cracked Plaster
☐ Gas Leaks	☐ Major Damage Interior	☐ Minor Damage Interior
☐ Obvious Structural Instability	☐ Minor Smoke or Fire	☐ Other:
☐ Rising or Moving Water (Inside | Outside)	☐ Other:	☐ Other:

Site Notes and Task Guides

Persons	**Cautions**	**Triage – RPM**
☐ ___ Red - Require Immediate Attention	☐ Animals (Inside | Outside) Structure	**R**espiration: over 30 per minute.
☐ ___ Yellow - Delayed	☐ Electrical Lines Down	**P**erfusion: capillary refill over 2 sec
☐ ___ Black - Dead	☐ Access Road Blocked	**M**ental: cannot do simple commands
☐ ___ Green - Walking	☐ Other:	**Requests for Assistance**
☐ ___ Persons Remaining in Structure	☐ Other:	☐ Fire Suppression ☐ Cribbing Team
☐ ___ Children Unsupervised	☐ Other:	☐ Medical Transportation for ____ persons
		☐ Request Search & Rescue Backup Team

Radio Message to Incident Command Post. *(Only report actionable information. See notes below)*

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....

Onsite Actions Taken and Notes for ICP Reporting

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Emergency	Life, limb or major assets depend on this message getting through ASAP.
Important	In the not too distant future life, limb or major assets will be at risk.
Routine	Mission essential or information other people urgently need.
Administrative	Anything that is not Emergency, Important, or Routine. (Report items at ICC and not via radio)

PH SARASSESS rev2025

GENERAL MESSAGE	Message No.:				
TO:	**POSITION**/Contact identification:				
ORIGINATOR:	**POSITION**/Contact identification::				
SUBJECT:				**DATE:** **TIME:**	

Precedence (Circle one →)	EMERGENCY	IMPORTANT	Routine	Administrative

MESSAGE:					
					5
					10
					15
					20
					25
					30
					35
ORIGINATOR SIGNATURE (or message taker):			ORIGINATOR POSITION: (or message taker)		

REPLY:					
					5
					10
					15
					20
					25
DATE:	TIME:	SIGNATURE/POSITION:			

After transmitting, how did you do?	Circle One
1 second pause between pushing Talk Button and speaking	Excellent Good Okay Poor Oooops
Sent message in 5 to 6 word chunks	Excellent Good Okay Poor Oooops
Spoke slowly and clearly	Excellent Good Okay Poor Oooops
Mouth right distance from radio	Excellent Good Okay Poor Oooops
Used the minimum words needed	Excellent Good Okay Poor Oooops
Transmitted only Emergency traffic	Excellent Good Okay Poor Oooops

ICS 213 (Modified for Pleasant Hill, California CERT)

Instructions

Header:

- Message Number: (For each call-up operation a sequential number is assigned to each message to be transmitted. This number will be used for the Message Log and filing of all messages sent from the station. If you need to reply to a message or inquire about one of yours, refer to the message number in question.)

- Full names of recipient (TO) and originator should be used (Debra G. Jones not Debbie Jones; Joseph P. Smith not Joe Smith, J. Smith, etc.)

- Use functional, incident position titles (Incident Commander, Pleasant Hill Police Chief; Area 4 S&R Team Leader)

- Subject should be concise and summarize topic of the message (Immediate evacuation of Gregory Gardens)

- Date and Time form was completed (When the message and message signature block are complete)

Precedence:

Emergency traffic has first priority, Important is next, and so on down the priorities. Originators can indicate they have lower priority traffic and wait for instructions, can submit it by runner or other means, or can request a different channel for reporting the lower priority traffic.

- Originator must specify the Precedence, message handlers may not change it

  Emergency: life, limb or major assets depend on this message getting through ASAP

  Important: In the not too distant future life, limb or major assets will be at risk

  Routine: Operational mission essential, other people urgently need to know about this

  Administrative: Anything that is not Emergency, Important, or Routine

Message:

- One word per block (for easy word count to include in Message Log)
- Use as few words as possible (typically less than 25)

Message signature and position:

- Originator should sign, but if Originator is not present, whoever fills in the message should sign with their signature and position

Reply:

- Intended Reply recipient should sign, but if the reply can't be personally accepted and signed for then whoever delivers the message (by phone or radio) should indicate how delivered and sign the reply

ICS 213 (Modified for Pleasant Hill, California CERT)

GENERAL MESSAGE (ICS 213 - PH)

1. To (Name and Position)**:**	**Message ID**

2. From (Name and Position)**:**

3. Address/Location (if applicable)**:**

4. Subject (optional)**:**	**5. Date:**	**6. Time:**

7. Message:

8. Approved by: (optional) Name: Signature: Position/Title:

9. Reply/Action Taken:

10. Replied by: Name: Position/Title: Signature:

ICS 213 - PH rev2025	Date/Time:

GENERAL MESSAGE (ICS 213 - PH)

Tune FRS/GMRS Radio to Channel 6

1. To (Name and Position):	**Message ID**
Pleasant Hill Southeast ICP	

2. From (Name and Position):
Pleasant Hill Southeast Search Team #N

3. Address/Location (if applicable):
Address of the scenario

4. Subject (optional):	**5. Date:**	**6. Time:**

7. Message:

After performing a damage assessment and RPM, determine whether someone other than a PH CERT member can provide care or medical transport, thereby reducing the need to send a message.
Write down what you observed and the actions you took.

If you need to send a message -
Listen to be sure that channel 6 is clear. Do not interrupt an ongoing transmission.

Begin EVERY transmission with:

- **THIS IS AN EXERCISE (for exercises)**
- (Pleasant Hill) Southeast ICP
- This is (Pleasant Hill) SE Search Team #N
- Over

Wait to be acknowledged.
Repeat the 4 lines above. Then report information about the scenario using the guidelines below.

What to report:
- Your location: give the **ENTIRE** address
  - Street numbers as single digits (1-2-3)
  - Street suffix (e.g., street, drive, court, way)
  - Spell street names with ambiguous or multiple spellings (e.g., Kathryn)
- Danger to life – first priority
  - Total number of red victims; include -
    Number of unconscious victims
    Number of victims that may have a head, neck, or back injury
  - Number of yellow victims
- Danger to property.
  Hazards that will need to be addressed by first responders (e.g., fire, gas leak, water main break, downed power line).
- What you need (e.g., medical transport/ambulance, PG&E, water company, fire department, police).
  If you are reporting danger to life or property, most likely you will need something.
- Hazards that may affect the ability of first responders to respond to your situation (e.g., tree across the road, power line down).

Once the SE Message Center FRS Operator has correctly received your message, state that you are moving on to your next destination and end your final transmission with "out", indicating to the ICP FRS message center that your communication is complete.

8. Approved by: (optional) Name:	Signature:	Position/Title:

10. Replied by: Name:	Position/Title:	Signature:
ICS 213 - PH	Date/Time:	

How to Compose a (FRS) Message

1. Using the ICS General Message Form (ICS 213 - PH) or a piece of paper (if you do not have the form), write down the following:
   - **The intended recipient** (e.g., PH CERT *<your area>* ICP, PH CERT *<your area>* Area)
     Use Section #1 of ICS 213 - PH
   - **Your caller ID** (e.g., PH CERT *<your area>* SAR Team #n, your first name)
     Use Section #2 of ICS 213 - PH
   - **Your location**
     Use Section #3 on ICS 213 – PH
   - The date and time
     Use Sections #5 and #6 of ICS 213 - PH

2. Ask yourself the following primary questions:
   - Is there **danger to life?**
     If yes, write down in Section #7 of ICS 213 - PH the number of "red" and "yellow" victims and possibly the type of danger (e.g., auto accident) or nature of the Injury(ies). Record, but do not report/transmit the number of "green" or "black" victims at this time.
   - Is there **danger to property** (e.g., fire, gas line break, water main break, electrical line down, heavy damage to a building)?
     If yes, write down in Section #7 of ICS 213 – PH the type of the danger.
   - Do I or my team **need something** (e.g., first responders (fire, police, medical, utility), cribbing team and supplies, PH CERT medical transport, other types of tools or medical supplies)?
     If yes, write down in Section #7 of ICS 213 – PH what you need.
   - Do I or my team need to **warn first responders** of road closures that will impede their ability to respond (e.g., bridge or overpass out, electrical line across the road, flooding, tree across the road)?
     If yes, write down in Section #7 of ICS 213 - PH what the impediment is.

3. Ask yourself the following secondary questions:
   - Have you been asked to report your status at certain intervals?
     If yes, write down in Section #7 of ICS 213 – PH what your status is.
   - Have you been asked to report what you see at a specific address or on windshield survey?
     If yes, write down in Section #7 of ICS 213 – PH what you see. Depending on the urgency of this assignment, you will need to record what you see, but not report/transmit the information. Give your message to the message center at the ICP for routing.
   - Are you on your way to report to your PH CERT Area's ICP?
     If yes, write down in Section #7 of ICS 213 - PH what you see. Depending on the radio traffic at the time, it may be better to record what you see, but not report/transmit the information on the radio. Give your message to the message center at the ICP for routing.

4. You now have all of the information needed for the message. To send the message:
   - Make sure your FRS radio is tuned to ***<your area's channel>*, sub-channel 0**.
   - **Slowly and distinctly** read what you have written down (date and time are optional) in 5 – 6-word chunks.
   - **Pause** between chunks to give the recipient time to write down your message.
   - Give street numbers as **single digits** (1-2-3)
   - **Spell** all street names that are ambiguous or difficult to understand or pronounce.

Pleasant Hill CERT Radio Channels

AREA	PRACTICE	EMERGENCY PRIMARY	EMERGENCY ALTERNATE
Northwest	8	2	5
Southwest	10	3	7
Northeast	12	4	2
Southeast	14	6	1

Primary Ham Radio Frequency: 147.495, Simplex
Alternate Ham Radio Frequency: 146.475, Simplex

NATO Phonetic Alphabet

- **A**lpha
- **B**ravo
- **C**harlie
- **D**elta
- **E**cho
- **F**oxtrot
- **G**olf

- **H**otel
- **I**ndia
- **J**uliet
- **K**ilo
- **L**ima
- **M**ike
- **N**ovember

- **O**scar
- **P**apa
- **Q**uebec
- **R**omeo
- **S**ierra
- **T**ango
- **U**niform

- **V**ictor
- **W**hiskey
- **X**-Ray
- **Y**ankee
- **Z**ulu